



Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS
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INFORMATION AND FILING INSTRUCTIONS

2010 Diploma Privilege Character and Fitness Certification (SCR 40.03)

SCR 40.06(3m), requires diploma privilege admission candidates to file an Application for a Character and Fitness Certification with the Board of Bar Examiners. Applicants should anticipate that the Board's character and fitness investigation will ordinarily take three to six months. ***To be considered for the large-group swearing-in ceremony (May Graduates Only), the applicant file MUST be deemed complete by Board staff. Applicants are responsible for checking the status of their pending application and will only be notified by the Board in writing when they are certified.***

Read this information carefully and retain it for future reference. All deadlines relate to date of receipt at the Board of Bar Examiners' office during regular business hours (7:45 a.m.- 4:30 p.m., Monday-Friday, except holidays). The deadlines noted below are certain; extensions will not be allowed. Facsimile or email transmissions will not be accepted. An Application will not be filed until proper payment is received. **RETAIN A COPY OF THE APPLICANT QUESTIONNAIRE AND AFFIDAVIT FOR YOUR RECORDS.** A fee will be charged for a copy of your Application should you need it at a later date.

FILING DATES AND DEADLINES

It is to your advantage to file as early as possible in order to avoid late fees. Applications submitted to the Board after the final deadlines noted below **will not be accepted and Wisconsin law school graduates will be required** to write and pass the Wisconsin Bar Examination in order to be eligible for admission to the practice of law in Wisconsin. Processing will take, on an average, three to six months. Timely filing of your Application will allow you ample time to complete your file which will enable you to participate in the large-group swearing-in ceremony, if applicable, and avoid any delays to the start of your legal career.

May Graduates

\$210 fee	September 15, 2009 after student has completed a minimum of 50 credit hours until December 15, 2009 preceding graduation
\$410 fee	December 16, 2009 until July 1, 2010.

August Graduates

\$210 fee	September 15, 2009 after student has completed a minimum of 50 credit hours until March 15, 2010 preceding graduation
\$410 fee	March 16, 2010 until October 1, 2010.

December Graduates

\$210 fee	September 15, 2009 after student has completed a minimum of 50 credit hours until July 15, 2010 preceding graduation
\$410 fee	July 16, 2010 until February 1, 2011.

FILING OF AN APPLICATION

THE FOLLOWING ITEMS MUST BE RECEIVED AT THE BOARD OFFICE FOR AN APPLICATION TO BE CONSIDERED FILED:

- (1) The Application Form (BE-001). **Complete and file an original Application.** Answers must be typewritten or computer generated except for Question 37 which must be handwritten. Photocopies and other reproductions of the application are acceptable, provided, however, the Signature of Applicant and notarial information must be original. Handwritten applications, applications which are not properly notarized, or applications that are not accompanied by the proper payment will be returned unprocessed. The necessity for thorough and accurate treatment cannot be overemphasized. It is an affidavit, and the Board will treat omissions and misrepresentations under its character and fitness rule, SCR 40.06.
- (2) One notarized and unaltered authorization and release form (BE-002).
- (3) The Filing Fee: The applicable filing fee (see chart on page one) must be remitted by a check or money order, payable to the **Board of Bar Examiners**.

SUBMISSION OF PROOFS

(1) Official Transcripts – YOU ARE REQUIRED TO ARRANGE THE SUBMISSION OF OFFICIAL TRANSCRIPTS DIRECTLY TO THE BOARD BY THE EDUCATIONAL INSTITUTION.

You must request official transcripts from the appropriate schools, and they must be sent directly to the Board by the institution. Facsimile transmission is not acceptable. Applicants should refrain from furnishing an addressed, stamped envelope to the institution, as this practice makes the origin of the documents unclear. If, however, certifying officials require that you supply a franked envelope, you should use a plain white envelope, with a U.S. postage stamp(s) affixed to it, and ask that the office from which it is being mailed rubber stamp their name and address on the envelope.

- (a) Undergraduate transcript. The Board requires an official transcript from undergraduate schools that conferred a degree, including an associate degree. The Board may require transcripts from undergraduate schools that were attended, but which conferred no degree. You will be notified if this is required.
- (b) Law school transcript. The Board requires an official transcript showing that you have completed a minimum of 50 credit hours. A final law school transcript is not required.
- (c) Other transcripts. The Board requires an official transcript from all schools attended after your undergraduate degree was conferred, including other law schools you may have attended, summer schools, graduate schools, foreign study (including foreign exchange programs), technical schools, medical schools, etc.

(2) Military Discharge Certificate

For an applicant who served in the Armed Forces, you must provide the Board with a copy of your most recent DD-Form-214 (Report of Separation). If you served in the National Guard, provide your most recent NGB-Form-22.

(3) Character Reference Questionnaires

Notify all character references that prompt responses to inquiries would be helpful. Select as character references (Question 36) persons who have known you for no less than two years and who are familiar with your character and fitness. Do not include any family members, or in-laws, or fiancé/fiancée, or significant other, or their families. Refer to the Character Reference Questionnaire (BE-101) for further instructions.

NOTE: PRIOR TO CERTIFICATION FOR ADMISSION, ALL TRANSCRIPTS AND REQUIRED DOCUMENTATION MUST BE ON FILE. The Board may close the file of any applicant whose file remains incomplete one year from the date an application is filed with the Board, and Wisconsin law school graduates will then be required to write and pass the Wisconsin Bar Examination in order to be eligible for admission to the practice of law in Wisconsin.

AVOIDING DELAY IN THE APPLICATION PROCESS

Once the application is reviewed, the staff will contact the applicant in writing to request any further documentation required for the pending file. The applicant must request this documentation at their own expense. Do not provide documentation that is not specifically requested in the application or in the filing instructions.

It is the applicant's responsibility to contact the Board regarding the status of his or her pending file. The Board will not contact the applicant.

To expedite the processing of your application, use care in completing it. Applications that are carelessly or incompletely prepared cause delays in processing. Answer all portions of all questions completely. Provide as many details and as much information as possible to avoid delay in processing your Application. If you are unable to recall necessary details, you must offer an explanation in your response as to why the required information was not provided. State "not applicable" if appropriate. Supply complete addresses, including zip codes, where requested. Account for any gaps as instructed on the application itself.

AMENDMENT TO APPLICATION

Applications must be kept current. All applicants are reminded of their continuing obligation to amend their applications if there are any changes during its pendency. Applicants wishing to augment or change entries to the application affidavit, including name changes, are advised to execute amendment form BE-010.

CHANGE OF ADDRESS

The Board will communicate its actions in writing to you at the last address you provided the Board in writing. Changes of your address and telephone number must be submitted in writing, signed and dated, but need not be submitted on the amendment affidavit. They may also be submitted on Change of Address Notification form BE-009. Facsimile or email transmissions are not acceptable.

NAME CHANGES

If you change your name for any reason during the pendency of your application for character and fitness certification, you must execute an amendment form BE-010, setting forth your former and present names, the reason for the change, the effective date of the change, and attach any relevant documents, such as a marriage license, etc.

LARGE-GROUP SWEARING-IN (MAY GRADUATES ONLY)

The Supreme Court of Wisconsin schedules large-group swearing-in ceremonies for qualifying Wisconsin law school graduates. ***To be considered for the large-group swearing-in ceremony (May Graduates Only), the applicant file MUST be deemed complete by Board staff.*** Applicants will not be considered for participation in the large-group swearing-in ceremony if the file is incomplete. Applicants will be notified in writing if they are eligible to participate in the large-group swearing-in ceremony. Alternate arrangements will be available to those applicants who do not participate in the large-group ceremony.

ADDITIONAL INFORMATION

Your file is confidential (SCR 40.12). Therefore, the Board and its staff will discuss the contents of an application only with the applicant. Do not communicate with the Board or its staff via email or facsimile transmission or arrange to have requested documents or proofs sent to the Board via email or facsimile transmission from a third party. Contact with the Board must be made in writing or by telephone.

The authorization and release forms you submit to the Board may be used to confirm information contained in your application and for examination of your law school records.

The provision of your social security number is voluntary, pursuant to the Federal Privacy Act of 1974. Providing your social security number assists in expediting the character review process. Your social security number will be used for purposes of investigation and verification, so as to avoid errors of identity that might introduce problems and delays into the certification and licensure process.

CHARACTER AND FITNESS SCREENING

The Board specifically directs applicants to review SCR 40.06 and SCR 40.07 available at www.wicourts.gov. Pursuant to SCR 22.29, the Board may refer questions of character and fitness to the Office of Lawyer Regulation for investigation. Additional fees may be assessed of the applicant by that agency.

COPIES OF APPLICATIONS

Keep a copy of your completed Application for reference purposes in the event that the Board staff needs to contact you with questions about the information you provided. A copy of your application and amendments is available upon receipt of a written request and payment of \$10 for a plain copy or \$12 for a certified copy. Copies of information obtained by the Board from third parties will not be released to applicants.

ADDITIONAL FORMS- The following forms are available online at www.wicourts.gov:

- SCR Chapter 40 and Board Rules
- Applicant Questionnaire and Affidavit (BE-001)
- Authorization and Release (BE-002)
- Character Reference Questionnaire (BE-101)
- Amendment to Application (BE-010)
- Change of Address Notification (BE-009)
- Medical Information Form (BE-004)
- Debts (BE-005)
- Traffic Violations (BE-007)
- Law Violations (BE-008)